**Request for Bids**

**RFB Cover Sheet**

**Administrative Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RFB Number** | RFB1922005006 | **Title of RFB**  |  Towing and Impound Services for Greater Des Moines Area |
| **Agency** | Iowa Department of Administrative Services (DAS) |
| **Initial term of Contract** |  |
| **Number of years of the initial term of the Contract** | 1 | **Number of possible annual extensions** | 5 |
| **Available to Political Subdivisions?** | yes |
| State Issuing Officer: Jeffrey JustPhone: 515-330-8702 E-mail: jeff.just@iowa.gov |
| Mailing Address: Iowa Department of Administrative ServicesHoover State Office Building, Level 31305 East Walnut StreetDes Moines, IA 50319-0105 |
| **PROCUREMENT TIMETABLE—Event or Action** | **Date/Time (Central Time)** |
| State Posts Notice of RFB on TSB website | April 11, 2022 |
| State Issues RFB  | April 13, 2022 |
| RFB written questions, requests for clarification, and suggested changes from Bidders due | April 19, 2022 4:00pm |
| Bids Due | April 22, 2022 2:00pm |
| **Relevant Websites** |
| Internet website where Addenda to this RFB will be posted <http://bidopportunities.iowa.gov> |
| Internet website where contract terms and conditions are posted <https://das.iowa.gov/sites/default/files/procurement/pdf/050116%20terms%20services.pdf>  |
| Number of Copies of Bids Required to be Submitted: 1 Digital |
| **Firm Bid Terms**The minimum number of days following the deadline for submitting Bids that the Bidder guarantees all Bid terms, including price, will remain firm is 120 Days.  |

# RFB1922005006 – Towing and Impound Services

# SECTION 1 - INTRODUCTION

* 1. **Bidder Instructions**

Bidder is to download this document and save to computer. Once saved, type in responses to the required sections and save again. Finally upload the document to VSS with your bid. As an option, the Bidder may print, write in responses, scan, and attach response. If this document is not attached to the bid response in VSS, the Bidder’s bid may be disqualified.

* 1. **Purpose**

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the VSS solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the VSS solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

* 1. **Request for Bid (RFB) Definitions**

**Definitions –** For the purposes of this RFB and the resulting contract, the following terms shall mean:

**“Agency”** means the agency identified in the VSS solicitation that is issuing the RFB and any other agency that purchases from the Contract.

**“Alternative Bid”** meansa response to a bid that does not meet the exact requirements of the specification but offers an alternative for consideration. An alternative bid is submitted with an intentional variation to a provision, specification, term or condition of the solicitation. This alternative, in the opinion of the bidder, achieves the same end result. Alternative bids may be rejected as non-responsive.

**“Bid”** means the Bidder’s bid submitted in response to the RFB.

**“Bidder”** means a vendor submitting a bid in response to this RFB.

**“Contract”** means the contract(s) entered into with the successful Bidder(s).

**“Lead Agency**” means the agency facilitating the procurement and establishing the Contract.

**“Participating Agency”** means the agency utilizing the established contract.

**“Political Subdivisions”** means cities, counties, and educational institutions.

**“Responsible Bidder”** means a Bidder that has the capability in all respects to perform the requirements of the Contract. In determining whether a Bidder is a Responsible Bidder, the Agency may consider various factors including, but not limited to, the Bidder’s competence and qualifications to provide the goods or services requested, the Bidder’s integrity and reliability, the past performance of the Bidder relative to the quality of the goods or services offered by the Bidder and the best interest of the Agency and the State.

**“Responsive Bid”** means a Bid that complies with each of the provisions of this RFB, or is either an alternative bid or a bid with an exception, if accepted by the Agency.

**“RFB”** means this RequestforBids and any addenda hereto.

**“State”** means the State of Iowa, the Agency identified in the VSS solicitation, and all state agencies, boards, and commissions, and any political subdivisions making purchases from the Contract as permitted by this RFB.

* 1. **Contract Term**

The initial term of the contract will begin upon execution and will be valid for the period of one year. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 5 (five) annual extensions. The resulting contract will be available to all State Agencies.

* 1. **Background Information**

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency’s and Participating Agencies’ benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

DAS-Fleet Services is seeking eligible bidders to provide towing and related services for the greater Des Moines Area. DAS Fleet Services and other state agencies will be using the towing services to tow disabled vehicles to local repair shops. The states’ vehicle fleet is diverse and the state of Iowa operates around 3,000 vehicles ranging from compact sedans to OTR semis and trailers, as well as other miscellaneous pieces of equipment.

**SECTION 2 – ADMINISTRATIVE INFORMATION**

* 1. **Issuing Officer**

The Issuing Officer identified in the VSS solicitation is the sole point of contact regarding the RFB from the date of issuance until selection of the successful Bidder.

* 1. **Restriction on Communication**

From the issue date of this RFB until announcement of the successful Bidder, Bidders may contact only the Issuing Officer. The Issuing Officer will respond only to electronic questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted as provided in the VSS solicitation. Oral questions related to the interpretation of this RFB will not be accepted. Bidders may be disqualified if they contact any State employee other than the Issuing Officer about the RFB except that Bidders may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses.

The Agency assumes no responsibility for oral representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFB through an addendum.

* 1. **Amendment to the RFB**

The Agency reserves the right to amend the RFB at any time using an addendum. The Bidder shall acknowledge receipt of all addenda in its Bid.

It is the Bidder’s sole responsibility to check daily for addenda to posted documents.

* 1. **Bid Amendment and/or Withdrawal**

The Bidder may amend or withdraw and resubmit its Bid at any time before the Bids are due. The amendment must be submitted on Iowa VSS by the Bidder to the bid and received by the time set for the receipt of Bids.

* 1. **Submission of Bids**

The Agency must receive the electronic Bid on: Iowa VSS before the “Bids Due” date and time. **This is a mandatory requirement and will not be waived by the Agency. Any Bid received after this deadline will not be accepted.** It is the Bidder’s responsibility to ensure the bid is received prior to the deadline. Email and faxed Bids will not be accepted.

Bidders must furnish all information necessary to enable the Agency to evaluate the Bid. Bids that fail to meet the mandatory requirements of the RFB may be rejected. Oral information provided by the Bidder shall not be considered part of the Bidder's Bid unless it is in writing.

* 1. **Bid Opening**

The Agency will open Bids after the deadline for submission of Bids has passed. However, the names of Bidders who submitted timely Bids will be publicly available after the Bid opening. See *Iowa Code Section 72.3*. The announcement of Bidders who timely submitted Bids does not mean that an individual Bid has been deemed technically compliant or accepted for evaluation.

* 1. **Costs of Preparing the Bid**

The costs of preparation and delivery of the Bid are solely the responsibility of the Bidder.

* 1. **Rejection of Bids**

The Agency reserves the right to reject any or all Bids, in whole and in part, received in response to this RFB at any time prior to the execution of a written Contract. Issuance of this RFB in no way constitutes a commitment by the Agency to award a Contract. This RFB is designed to provide Bidders with the information necessary to prepare a competitive Bid. This RFB process is for the Agency’s benefit and is intended to provide the Agency with competitive information to assist in the selection of a Bidder to provide goods and/or services. It is not intended to be comprehensive and each Bidder is responsible for determining all factors necessary for submission of a comprehensive Bid.

**2.9** **Disqualification**

The Agency will reject outright and will not evaluate Bids if the Bidder fails to deliver the Bid by the due date and time. The Agency may reject outright and may not evaluate Bids for any one of the following reasons:

* The Bidder acknowledges that a requirement of the RFB cannot be met.
* The Bidder’s Bid materially changes a requirement of the RFB or the Bid is not compliant with the requirements of the RFB.
* The Bidder’s Bid limits the rights of the Agency.
* The Bidder fails to include information necessary to substantiate that it will be able to meet a requirement of the RFB.
* The Bidder fails to timely respond to the Agency’s request for information, documents, or references.
* The Bidder fails to include bid security, if required.
* The Bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested.
* The Bidder presents the information requested by this RFB in a format inconsistent with the instructions of the RFB or otherwise fails to comply with the requirements of the RFB.
* The Bidder initiates unauthorized contact regarding the RFB with state employees.
* The Bidder provides misleading or inaccurate responses.
* The Bidder’s Bid is materially unbalanced.
* There is insufficient evidence (including evidence submitted by the Bidder and evidence obtained by the Agency from other sources) to satisfy the Agency that the Bidder is properly responsive and responsible to satisfy the requirements of the RFB.
* The Bidder alters the language in Certification Letter or Authorization to Release Information Letter.
* The Respondent is a “scrutinized company” included on a “scrutinized company list” created by a public fund pursuant to Iowa Code section 12J.3.
	1. **Nonmaterial Variances**

The Agency reserves the right to waive or permit cure of nonmaterial variances in the Bid if, in the judgment of the Agency, it is in the Agency’s best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other Bidders, that do not change the meaning or scope of the RFB, or that do not reflect a material change in the requirements of the RFB. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Bidder from full compliance with RFB specifications or other contract requirements if the Bidder is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

* 1. **Reference Checks**

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid, to verify information contained in the Bid and to discuss the Bidder’s qualifications and the qualifications of any subcontractor identified in the Bid.

* 1. **Information from Other Sources**

The Agency reserves the right to obtain and consider information from other sources concerning a Bidder, such as the Bidder’s capability and performance under other contracts, the qualifications of any subcontractor identified in the Bid, the Bidder’s financial stability, past or pending litigation, and other publicly available information.

* 1. **Verification of Bid Contents**

The content of a Bid submitted by a Bidder is subject to verification. If the Agency in its sole discretion determines that the content is in any way misleading or inaccurate, the Bidder may be disqualified.

* 1. **Bid Clarification Process**

The Agency reserves the right to contact a Bidder after the submission of Bids for the purpose of clarifying a Bid to ensure mutual understanding. This contact may include written questions, interviews, site visits, a review of past performance if the Bidder has provided goods and/or services to the State or any other political subdivision wherever located, or requests for corrective pages in the Bidder’s Bid. The Agency will not consider information received if the information materially alters the content of the Bid or alters the type of goods and/or services the Bidder is offering to the Agency. An individual authorized to legally bind the Bidder shall sign responses to any request for clarification. Responses shall be submitted to the Agency within the time specified in the Agency's request. Failure to comply with requests for additional information may result in rejection of the Bid as non-compliant.

* 1. **Disposition of Bids**

All Bids become the property of the Agency and shall not be returned to the Bidder at the conclusion of the selection process, the contents of all Bids will be in the public domain and be available for inspection by interested parties except for information for which Bidder properly requests confidential treatment according to exceptions provided in *Iowa Code Chapter 22* or other applicable law.

* 1. **Public Records and Requests for Confidential Treatment**

The Agency’s release of public records is governed by Iowa Code Chapter 22. Contractors are encouraged to familiarize themselves with Chapter 22 before submitting a Bid. The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by a Contractor as non-confidential records unless Contractor requests specific parts of the Bid be treated as confidential at the time of the submission as set forth herein **AND the information is confidential under Iowa or other applicable law.**

* 1. **Form 22 Request for Confidentiality**

***FORM 22 MUST BE COMPLETED AND INCLUDED WITH CONTRACTOR’S BID. COMPLETION AND SUBMITTAL OF FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID CONSIDERED NON-RESPONSIVE AND NOT EVALUATED.***

* 1. **Copyrights**

By submitting a Bid, the Bidder agrees that the Agency may copy the Bid for purposes of facilitating the evaluation of the Bid or to respond to requests for public records. The Bidder consents to such copying by submitting a Bid and warrants that such copying will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bids.

* 1. **Release of Claims**

By submitting a Bid, the Bidder agrees that it will not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the Bidder with pertinent information in this RFB.

* 1. **Bidder Presentations**

At the sole discretion of the State, Bidders may be required to make a presentation of the Bid. The presentation may occur at the Agency’s offices or at the offices of the Bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. The presentation may include slides, graphics and other media selected by the Bidder to illustrate the Bidder’s Bid. The presentation shall not materially change the information contained in the Bid.

* 1. **Evaluation of Bids Submitted**

Bids that are timely submitted and are not subject to disqualification will be reviewed in accordance with the RFB.

* 1. **Preference**

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. Preference application: Tied responses to solicitations, regardless of the type of solicitation, are decided in favor of Iowa products and Iowa-based businesses per 11 IAC 117.

* 1. **Determination of Responsible Bidder & Responsive Bid**

All Bids will be first evaluated to determine if they comply with the bid requirements (i.e. to determine if the Bidder is a Responsible Bidder submitting a Responsive Bid). To be deemed a Responsible Bidder and a Responsive Bid, the Bid must comply with the bid format instructions and answer “Yes” to all parts and include information demonstrating the Bidder will be able to comply with the bid requirements.

* 1. **Evaluation Criteria**

The Agency will evaluate the Responsive Bids submitted by Responsible Bidders to determine the lowest responsible bidder(s) and will award the Contract(s) to the Bidder(s) submitting the lowest responsible bid(s) based on price.

* 1. **Award Notice and Acceptance Period**

Notice of Intent to Award the Contract(s) will be sent to all Bidders submitting a timely Bid and will be posted on Iowa VSS. Negotiation and execution of the Contract(s) shall be completed no later than thirty (30) days from the date of the Notice of Intent to Award. If the apparent successful Bidder fails to negotiate and deliver an executed contract by that date, the Agency, in its sole discretion, may cancel the award and award the Contract to the remaining Bidder the Agency believes will provide the best value to the State.

* 1. **Definition of Contract**

The full execution of a written contract shall constitute the making of a contract for the goods and/or services requested by the RFB and no Bidder shall acquire any legal or equitable rights relative to the contract for goods and/or services until the contract has been fully executed by the successful Bidder and the Agency.

* 1. **Choice of Law and Forum**

This RFB and the Contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the Contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFB shall be brought in the appropriate Iowa forum.

* 1. **Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by State employees and requires certain individuals to disclose information concerning their activities with State government. Bidders are responsible to determine the applicability of Chapter 68B to their activities and to comply with its requirements. In addition, pursuant to Iowa Code Section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

* 1. **Appeals**

A Respondent whose proposal has been timely filed and who is aggrieved by the award of the department may appeal the decision by filing a written notice of appeal (in accordance with 11—Chapter 117.20, Iowa Administrative Code) to: The Director of the Department of Administrative Services, Hoover State Office Building, Des Moines, Iowa 50319-0104 and a copy to the Issuing Officer.  The notice must be filed within five days of the date of the Intent to Award notice issued by the Department, exclusive of Saturdays, Sundays, and legal state holidays.  The written notice may be filed by fax transmission to 515.725.2064.  The notice of appeal must clearly and fully identify all issues being contested by reference to the page, section and line number(s) of the RFP and/or the notice of Intent to Award.  A notice of appeal may not stay negotiations with the apparent successful Contractor.

* 1. **Unit Price**

If a discrepancy between the unit price and the item total exists, the unit price prevails.

* 1. **Price Adjustments to Term Contract(s)**

Bid prices shall remain firm the first year of the contract. Price adjustments may be taken into consideration during the contract renewal process. The State reserves the right to accept or reject any proposed price(s) changes. Requested price changes should be submitted to the Iowa Department of Administrative Services – Central Procurement, sixty (60) days prior to the contract anniversary date.

* 1. **Registration**

The successful Bidder will be required to register to do business in Iowa before payment can be made. For Bidder registration documents, go to:

<https://vss.iowa.gov/webapp/VSS_ON/AltSelfService>

* 1. **Questions and Requests for Clarification**

Bidders are invited to submit written questions and requests for clarifications regarding the RFB. The questions and requests for clarifications must be received by the Issuing Officer by April 19, 2022 no later than 4:00pm time (CT). Oral questions will not be permitted. If the questions and requests for clarifications pertain to a specific section of the RFB, the page and section number(s) must be referenced. Written responses to questions and requests for clarifications will be issued in the form of an addendum and sent to Bidders who received RFBs.

**SECTION 3 – SPECIFICATIONS**

All items listed in this Section are Bid Requirements. A successful Bidder must be able to satisfy all these requirements to be deemed a Responsible Bidder. The intent of this Request for Bid is to establish a contract to provide basic road side assistance and impounding services. The road side assistance includes the following services: towing, changing of passenger and light truck tires, lockout services, fuel delivery and jump starting for state vehicles and/or equipment. Additional services include the towing and impounding of vehicles that are being towed at the direction of the Iowa State Patrol from the Capitol Complex and other areas in Des Moines, IA.

**SCOPE OF WORK**

**3.1** The Contractor shall provide, on an “as needed” basis all labor, equipment, and materials required to provide towing service, changing of flat tires, lockout services, fuel delivery and jump starting for vehicles and/or equipment owned or operated by the state of Iowa. The Contractor shall provide, on an “as needed” basis all labor, equipment, facilities and materials required to perform impounds.

**PERFORMANCE REQUIREMENTS**

**3.2 Personnel.** The Contractor shall provide the State of Iowa with the name, address and telephone number(s) for at least two designated contact personnel responsible for insuring response to the State of Iowa's request for contract services.

**3.3 Response Time.** Normal business hours are defined as 7:00AM to 5:30PM CST. For road side assistance during normal business hours, the Contractor shall respond and begin service provision within 1 hour from receipt of the initial telephone call for assistance. When towing and impound are requested during normal business hours, the Contractor shall respond and begin service within 20 minutes from receipt of the initial telephone call for towing and impound, unless otherwise arranged with the Department of Public Service, a.k.a Iowa State Patrol.

For service requests outside of the normal business hours, the contractor shall respond within 2 hours to all calls from the state of Iowa. If the Contractor cannot be reached by telephone or if response by the service vehicle exceeds the 2-hour window, the state of Iowa may call a wrecker service of its choice to provide the necessary service. Any three incidents where service is not provided according to these specifications within any 4-month period is cause for termination of the contract.

**3.3 Authority/Direction.** The Contractor and their designated personnel shall respond to repair orders given by the state of Iowa in a positive, courteous and timely manner. The state of Iowa reserves the right to reject any piece of equipment due to the inability of Contractor’s equipment to function properly for requested services.

**3.4 Property Damage.** The Contractor shall be responsible for any and all damage to private and public property (including public utilities) due to Contractor or Contractor’s personnel negligence in performing services.

**PAYMENT**

**3.5** Contractor will be paid on an invoice basis in agreement with the state’s terms and conditions. The successful contractor shall invoice the State of Iowa in the following manner (for charges or credits):

**3.5.1** All invoices/credits shall include the following information:

**3.5.2** Date, time of call for assistance, including the name of person requesting service.

**3.5.3** Date and time the wrecker left to respond to the call.

**3.5.4** Location dispatched to.

**3.5.5** Official state license plate number of the vehicle being provided contracted service.

**3.5.6** Complete VIN number and current mileage if obtainable, shall be recorded.

**3.5.7** The time and location the wrecker delivered the vehicle (location will be designated by state of Iowa personnel).

**3.5.8** Signature of state of Iowa employee at location where the vehicle is towed (if applicable).

***All fees associated with all impounds shall be the sole responsibility of the vehicle owner.***

**GENERAL SPECIFICATIONS**

**3.6** Contractor shall submit a Certificate of Insurance for the limits from section 4.18 upon execution of contract.

**3.6.1** Contractor shall submit with their Bid a list of the wreckers that will be utilized under this contract. This list shall include the vehicle license plate numbers, gross vehicle weight and winch capacity.

**3.6.2** All wreckers used in towing state of Iowa vehicles shall carry the following at all times and be properly trained on their uses:

**3.6.2.1** Fire extinguisher

**3.6.2.2** Chains

**3.6.2.3** Dollies

**3.6.2.4** Proper emergency lighting or flares for on the scene work

**3.6.2.5** Broom and shovel

**3.6.3** All vehicle tows shall be by two-way radio dispatched, operator equipped with a radio-type paging system or the use of cellular phone. Brakes, lights, signals, and hoisting equipment shall be in good condition to assure safe tows up to the rated capacity of the towing unit.

While service equipment need not be reserved exclusively to meet state of Iowa requirements, the Contractor shall possess or have access to sufficient service vehicles to assure that state of Iowa needs is met promptly and with the proper type of equipment.

**3.6.4** The Contractor shall be staffed with sufficient numbers of qualified operators capable of responding regularly and without delay to state of Iowa calls for service at any hour of the day or night and with minimal delay to concurrent calls. Illness, inability to contact qualified operators, out of service equipment or inadequate equipment will not be accepted as justification for excessive delay in response. Extremely poor weather conditions are an acceptable reason for delays, but shall be communicated to the state employee that requests the service.

**3.6.5** All Contractor operators shall be equipped and qualified to perform such tasks as release of spring-set/air-release parking brakes, axle shaft removal, drive-shaft U-joint separation, rigging, tire changing on light vehicles, and other similar tasks frequently encountered in the recovery of wrecked or disabled vehicles. Performance of these tasks may be required. If so, the Contractor shall invoice at the “prepare to tow” hourly rate as provided in their Bid response.

**3.6.6** Clean-Up Requirements: Contractor shall equip each wrecker on duty with a broom, shovel, and powdered or granulated absorbent. Contractor operators shall sweep and remove all broken glass and other debris, and treat with absorbent to remove minor oil, fuel, hydraulics, or other spills when a vehicle is removed from the roadway or other public right-of-way or property, thus leaving said roadway, right-of-way, or property in a condition safe for vehicular and pedestrian traffic.

**3.6.7** Avoiding Damage: In towing, tire changing, starting, unlocking or transporting any vehicle in response to a call, Contractor shall diligently avoid damaging the steering and suspension system, drive train, bumpers, body, frame, or any other vehicle part. Contractor shall be responsible for knowing and using proper methods to remove vehicles of various designs from various situations. Contractor shall be responsible for negligent damage to any vehicle or property.

**3.6.8** The Contractor shall hold the state of Iowa harmless from any and all claims for damages arising out of any and all acts performed under the terms of this agreement.

**3.6.9** The Contractor will be required to respond to calls 24 hours a day, 365 days per year (including allholidays and weather conditions).

**3.6.9.10** Towing Equipment: Contractor shall be capable of handling both light and heavy loads, and shall have in active service the following categories of commercial wreckers:

**3.6.9.10.1** *Light Duty Wrecker* - A light duty wrecker is defined as one of 8,000 pounds minimum G.V.W. with 5,000 pounds power winch and boom. A commercial type rollback may be substituted for a light duty wrecker.

**3.6.9.10.2** *Heavy Duty Wrecker* - A heavy duty wrecker is defined as one of 10,000 pounds minimum G.V.W. with 10,000 pounds power winch and boom.

**3.6.9.10.3** *Extra Heavy-Duty Wrecker* - An extra heavy-duty wrecker is defined as one of 30,000 pounds minimum G.V.W. with a 30,000-pound winch, crane, and boom.

**3.6.9.11** Towing of Vehicles. The rate per tow shall include flat fee and a mile age rate and if the mileage rate is one way or round trip, including any and all work necessary to complete the tow. The State of Iowa will not acceptadditional charges for use of a second wrecker. Any additional charges for time spent.

**3.6.9.12** Categories of tows:

**3.6.9.12.1** *Class I* - Sedans and pick-up trucks necessitating a Holmes 440 winch or equivalent.

**3.6.9.12.2** *Class II* - Trucks, vans, street sweepers, garbage trucks and large dump trucks necessitating a Holmes 660 and/or 750 winch and boom or equivalent.

**3.6.9.12.3** *Flatbed Tow-* For vehicles/equipment that require transportation on a flatbed to prevent further mechanical damage.

 **3.6.9.12.4** The Contractor shall perform all necessary services to insure the safe towing of the vehicle.

**REQUIREMENTS FOR VEHICLE IMPOUNDS**

**3.7** Impound lots shall be available for release of impounded vehicles from 7 a.m. to 7 p.m. CST, Monday through Friday and Saturday from 7 a.m. to 12 o’clock noon CST. The registered vehicle owner must provide proof of payment of outstanding citations from the state of Iowa before Contractor releases impounded vehicle. The impound lots must be secured by a solid wall or fence that is a minimum of eight feet tall. The impound lot must be equipped with working recording surveillance equipment and lighting that covers the entire lot. All lots used for impounds must be within a 10-mile radius of the State of Iowa Capitol Complex located at 1007 E. Grand Ave, Des Moines, IA 50319

**PRICING**

 **3.8** DAS Procurement has included a separate line item for each service requested. This Bid opportunity can be found at the Iowa Vendor Self Service website.

 <https://vss.iowa.gov/webapp/VSS_ON/AltSelfService>

# SECTION 4 - FORM OF BID

**Instructions** – Bidder is to complete the following. Fill out items with blanks. Indicate “yes” or “no” on items requesting agreement. If a “no” response is indicated, exception must be noted on Attachment 3.

* 1. **Bidder Information**

Business Name:

Official Address:

Firm's State or Foreign Country of Residence:

Sales contact:

Telephone Number:

Fax Number:

Email:

* 1. **Billing Information**

Provide information for billing products\services if different than information provided in section 4.1 Bidder Information

Billing contact:

Telephone Number:

Website:

Email:

Special instructions:

* 1. **Contract Terms and Conditions**

The Contract(s) that the Agency expects to award as a result of this solicitation will be based upon the final Bid submitted by the successful Bidder and the solicitation. The contract between the Agency and the successful Bidder shall be a combination of the specifications, terms and conditions of the solicitation, the contract terms and conditions in the VSS solicitation, the offer of the Bidder contained in the final Bid submitted by the Bidder, written clarifications or changes made in accordance with the provisions of the solicitation, and any other terms deemed necessary by the Agency, except that no objection or amendment by a Bidder to the provisions or terms and conditions of the solicitation shall be incorporated into the Contract unless the Agency has explicitly accepted the Bidder’s objection or amendment in writing. The contract terms and conditions contained in the VSS solicitation will be incorporated into the Contract.

The contract terms and conditions may be supplemented at the time of Contract execution and are provided to enable Bidders to better evaluate the costs associated with the solicitation requirements and the Contract. Bidders should plan on the contract terms and conditions contained in the VSS solicitation being included in any contract awarded as a result of this solicitation. All costs associated with complying with these requirements should be included in any pricing quoted by the Bidder. By submitting a Bid, each Bidder acknowledges its acceptance of the solicitation terms and conditions without change except as otherwise expressly stated in Attachment 3. If a Bidder takes exception to a provision, it must state the reason for the exception and the specific contract language it proposes to include in place of the provision. Exceptions that materially change these terms or the requirements of the solicitation may be deemed non-responsive by the State, in its sole discretion, resulting in possible disqualification of the Bid. The Agency reserves the right to either award a Contract(s) without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Terms and Conditions**

The parties agree to comply with the terms and conditions in the VSS solicitation which are by this reference made a part of the Agreement.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Terms of Pcard Acceptance**

The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the following security measures:

* Bidder shall comply with the most current Payment Card Industry Data Security Standards (PCI DSS) to assure confidential card information is not compromised;
* Bidder shall adhere to Fair and Accurate Credit Transactions Act requirements that limit the amount of consumer and account information shared for greater security protection;
* When accepting orders online, Bidder shall ensure Internet orders are processed via secure websites, featuring Verisign, TRUSTe, BBBOnline, or “https” in the web address;
* When accepting orders by phone, Bidder shall send itemized receipts (excluding card numbers) to the cardholder by fax, email, or mail (with delivery);
* Bidder shall process payment for items when an order is placed only for items currently in stock and available for shipment, and only for services already rendered;
* Bidder shall confirm that the name of purchaser matches the name on the card;
* Bidder shall shred any documentation with credit card numbers.

For additional information, see the [State of Iowa Purchasing Card Policy and Procedures Manual](https://das.iowa.gov/sites/default/files/PCard/pdf/PC000-PcardPnPManual.pdf), or visit the [State Pcard website](https://das.iowa.gov/procurement/agencies/state-iowa-purchasing-card-program).

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Required Use of Pcard**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=200&ret=254&bret=252)

All payments, by State of Iowa agencies, against this contract will require use of the State of Iowa Pcard.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Specifications**

Bidder is able to provide and performed as specified in Section 3. By indicating “yes”, a Bidder agrees that it shall comply with that requirement throughout the full term of the resulting Contract, if the Bidder is successful. In addition, for specific requirements, the Bidder shall provide, if requested, specific references and/or supportive information to verify the Bidder’s compliance with the requirement. Failure to provide this information may cause the Bid to be deemed non-responsive and therefore rejected. The Agency reserves the right to determine whether the supportive information submitted by the Bidder demonstrates the Bidder will be able to comply with the Bid Requirements. If the Agency determines the supportive information does not demonstrate the Bidder will be able to comply with the Bid Requirements, the Agency may disqualify the Bid. Please enter the required information on the attachment and upload the document.

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| --- | --- | --- | --- | --- |
| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Bidder Experience**

The Bidder must provide the following information regarding its experience:

* Number of years in business
* Number of years of experience with providing the types of goods and/or services sought by the solicitation.

* 1. **Terminations, Litigation, Debarment**

The Bidder must provide the following information:

* During the last five (5) years, has the Bidder had a contract for goods and/or services terminated for any reason? If so, provide full details related to the termination.
* During the last five (5) years, describe any damages or penalties or settlements to resolve disputes entered into by Bidder under any of its existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this RFB. If so, indicate the reason for the penalty or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Bidder.
* During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the Bidder to engage in any business, practice or activity.
* During the last five (5) years, list and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Bidder or its officers have been a party.
* The Bidder must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the Bid or termination of any subsequent Contract.
* This is a continuing disclosure requirement. Any such matter commencing after submission of a Bid, and with respect to the successful Bidder after the execution of a Contract, must be disclosed in a timely manner in a written statement to the Agency.
	1. **Bidder Reference**

The Bidder shall provide the following general background information: References from three (3) previous customers or clients knowledgeable of the Bidder’s performance in providing goods and/or services similar to the goods and/or services described in this solicitation and a contact person and telephone number for each reference. Please attach a document with the required information.

* 1. **Preference**

The Bidder shall provide the following general background information: For an out-of-state Bidder, Bidder certifies the Resident Preference given by the State or Foreign Country of Bidder’s residence. Enter the resident preference in the text box or indicate no preference.

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| **Bidder’s state has a preference law:** | **Yes** |  | **No** |  | **Bidder’s state** |  |

* 1. [**Open Competition**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=9&at=202&ret=254&bret=252)

Where, in these specifications, reference is made to materials, trade names, or articles of certain manufacture, it is done for the purpose of establishing a base of comparative quality type, and style and not for the purpose of limiting competition. Other materials or brands may be accepted if, in the opinion of the State of Iowa, they are equal in quality and of a design in harmony with the intent of these specifications. Samples WILL or MAY be requested to determine acceptance.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |
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* 1. [**Silence of Specification**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=9&at=203&ret=254&bret=252)

The apparent silence of these specifications as to any details or the omission from it of a detail description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and/or workmanship of finest quality shall be used.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **FOB Destination, Freight Prepaid**

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| --- | --- | --- | --- | --- |
| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Delivery Time**

Provide the expected number of days after receipt of order until delivered to the specified facility. Expected number of days: \_\_\_\_\_\_

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Aw**[**ard by Either**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=8&at=187&ret=254&bret=252)

The Iowa Department of Administrative Services reserves the right to award to the Bidder with the best overall price or to the Bidder with the best line item price.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Criminal History and Background Information**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=18&ret=254&bret=252)

The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the Contract.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Insurance**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=19&ret=254&bret=252)

The Contract will require the successful Bidder to maintain insurance coverage(s) in accordance with the contractual provisions. Bidder shall, at its sole expense, maintain in full force and effect, with insurance companies admitted to do business in the State of Iowa and acceptable to the Agency, insurance covering its work of the type and in amounts required by this Contract. Bidder’s insurance shall, among other things, insure against any loss or damage resulting from or related to Bidder’s performance of this Contract regardless of the date the claim is filed or expiration of the policy. All insurance policies required by this Contract shall: (i) be subject to the approval of the Agency; (ii) remain in full force and effect for the entire term of this Contract; and (iii) not be canceled, reduced or changed without the Agency’s prior written consent. The State of Iowa and Agency shall be named as additional insureds on all such policies, and all such policies shall include the following endorsement: “It is hereby agreed and understood that the State of Iowa and the Agency are named as additional insured, and that the coverage afforded to the State of Iowa and the Agency under this policy shall be primary insurance. If the State of Iowa or the Agency have other insurance which is applicable to a loss, such other insurance shall be on an excess, secondary or contingent basis. The amount of the insurer’s liability under this policy shall not be reduced by the existence of such other insurance.” Unless otherwise requested by the Agency, Bidder shall cause to be issued insurance policies with the coverages set forth below:

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| --- | --- | --- |
| Type of Insurance | Limit | Amount |
| General Liability (including contractual liability) written on an occurrence basis | General AggregateProducts – Comp/Op AggregatePersonal injuryEach Occurrence | $2 million$1 Million$1 Million$1 Million |
| Automobile Liability (including contractual liability) written on an occurrence basis | Combined single limit | $1 Million |
| Excess Liability, umbrella form | Each OccurrenceAggregate | $1 Million$1 Million |
| Errors and Omissions Insurance | Each Occurrence  | $1 Million |
| Property Damage | Each OccurrenceAggregate | $1 Million$1 Million |
| Workers Compensation and Employer Liability | As Required by Iowa law | As required by Iowa law |

* + 1. **Certificates of Coverage**

At the time of execution of this Contract, Bidder shall deliver to the Agency certificates of insurance certifying the types and the amounts of coverage, certifying that said insurance is in force before the Bidder starts work, certifying that said insurance applies to, among other things, the work, activities, products and liability of the Bidder related to this Contract, certifying that the State of Iowa and the Agency are named as additional insureds on the policies of insurance by endorsement as required herein, and certifying that no cancellation or modification of the insurance will be made without at least thirty (30) days prior written notice to the Agency. All certificates of insurance shall be subject to approval by the Agency. The Bidder shall simultaneously with the delivery of the certificates deliver to the Agency one duplicate original of each insurance policy. Liability of Bidder Acceptance of the insurance certificates by the Agency shall not act to relieve Bidder of any obligation under this Contract. It shall be the responsibility of Bidder to keep the respective insurance policies and coverages current and in force during the life of this Contract. Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Agency for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder. Notwithstanding any other provision of this Contract, Bidder shall be fully responsible and liable for meeting and fulfilling all of its obligations. Acceptance of the insurance certificates by the Department shall not act to relieve Bidder of any obligation under this Contract.  Bidder shall be responsible for all premiums, deductibles and for any inadequacy, absence or limitation of coverage, and the Bidder shall have no claim or other recourse against the State or the Department for any costs or loss attributable to any of the foregoing, all of which shall be borne solely by the Bidder.

* + 1. **Waiver of Subrogation Rights**

Bidder shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the Agency or the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the Agency. Filing of Claims In the event either the Agency or the State suffers a loss and is unable to file a claim under any policy of insurance required under this Contract, the Bidder shall, at the Agency’s request, immediately file a proper claim under such policy. Bidder will provide the Agency with proof of filing of any such claim and keep the Agency fully informed about the status of the claim. In addition, Bidder agrees to use its best efforts to pursue any such claim, to provide information and documentation requested by any insurer providing insurance required hereunder and to cooperate with the Agency and the State. Bidder shall pay to the Agency and the State any insurance proceeds or payments in receives in connection with any such claim immediately upon Bidder’s receipt of such proceeds or payments.

* + 1. **Proceeds**

In the event the Agency or the State suffers a loss that may be covered under any of the insurance policies required, neither the Bidder nor any subsidiary or affiliate thereof shall have any right to receive or recover any payments or proceeds that may be made or payable under such policies until the Agency and/or the State have fully recovered any losses, damages or expenses sustained or incurred by it (subject to applicable policy limits), and Bidder hereby assigns to the Agency and the State all of its rights in and to any and all payments and proceeds that may be made or payable under each policy of insurance required under this Contract.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Defective Equipment**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=212&ret=254&bret=252)

All equipment found to be defective within the manufacturer’s warranty period shall be returned and replaced with new equipment at the successful Bidder’s expense.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Payment Terms**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=21&ret=254&bret=252)

Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder.

What discount will you give for payment in 15 days? \_\_\_\_\_\_\_

What discount will you give for payment in 30 days? \_\_\_\_\_\_\_

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Administrative Fee**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=17&ret=254&bret=252)

In addition to the approved discounts or prices specified in the Contract herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against this Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services, Central Procurement; Attn: Chief Operating Officer, Level 3, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319-0105.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Quarterly Report**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=22&ret=254&bret=252)

The Bidder shall provide an electronic detailed quarterly report on ALL sales made under this Contract via e-Mail to the Iowa Department of Administrative Services, Central Procurement. Attention: Jeffrey Just at: jeff.just@iowa.gov The report file format shall be Microsoft Excel compatible format. The report at minimum shall include the date of sale, customer name and address, full product description, SKU Numbers, quantity, invoice number, unit and extended invoice prices. Bidder’s Bid must include a sample report and a description of the reporting that will be provided. The State reserves the right to request more detailed information (ad-hoc reporting) at any time and on an individual or specific basis for a specific product, department, time frame, or for a range of products, departments or time frames.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Retainage**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=164&ret=254&bret=252)

Agency shall retain five percent (5%) of each monthly payment due Bidder under the Contract. Agency shall pay the retained amount only after all performance of the Work has been completed by Bidder and accepted by Agency.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Bidder Registration**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=165&ret=254&bret=252)

A Bidder doing business in Iowa shall register with the labor commissioner.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Firm Contract Pricing**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=192&ret=254&bret=252)

Any contract that results from this bid will have firm pricing for one year.

**Bidder has read and agrees to this section: Yes No**

* 1. [**Invoicing**](https://dasebid.ionwave.net/Desktop.aspx?pid=259&caid=3&at=195&ret=254&bret=252)

All invoicing will be submitted to the attention of "Accounts Payable" and addressed to the facility receiving the goods or services. The State shall pay the Contractor monthly, within the period of time provided for by applicable State statute, after receipt of the Contractor's invoice for the goods and/or services supplied by the Contractor in the prior calendar month. The invoice will be itemized with a description goods or services provided that corresponds directly to a line item on the Contractual Agreement or Master Agreement that results from this RFB. Each line should also list the quantity, unit of measure, price per unit of measure, line item totals and invoice total. The remit to address on the invoice must match the remit to address that was submitted with registration to do business with the State of Iowa. Payment terms on the invoice must match the payment terms agreed to in the RFB bid submission.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Best and Final Offers**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=206&ret=254&bret=252)

The Issuing officer reserves the right to conduct discussions with Bidders for obtaining “best and final offers.” To obtain best and final offers from Bidders, the Issuing Officer may do one or more of the following: enter into pre-selection negotiations, including the use of an on-line auction; schedule oral presentations; and request revised Bids.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Adjustments in Pricing**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=207&ret=254&bret=252)

Adjustments in pricing shall be at the discretion of the Issuing Officer.

•Original pricing shall remain firm and fixed for at least 365 calendar days after the effective date of the contract.

•Be the result of increases at the manufacturer’s level, incurred after contract commencement date.

•Not produce a higher profit margin than that on the original contract.

•Clearly identify the items impacted by the increase.

•Be filed with State Procurement Coordinator a minimum of 60 calendar days before the effective date of proposed increase.

•Be accompanied by documentation acceptable to the State Procurement Coordinator sufficient to warrant the increase.

•The Adjustment shall remain firm and fixed for at least 365 days after the effective date of the adjustment.

•Must not deviate from the contract pricing scheme/methodology.

•During the contract period, any price declines at the manufacturer’s level or cost reductions to Contractor shall be reflected in a reduction of the contract price retroactive to Contractor's effective date.

•During the term of this contract, should the Contractor enter into pricing agreements with other customers providing greater benefits or lower pricing, Contractor shall immediately amend the State contract to provide similar pricing to the State if the contract with other customers offers similar usage quantities, and similar conditions impacting pricing. Contractor shall immediately notify the State Procurement Coordinator of any such contracts entered into by Contractor.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Additional Items or Manufacturers**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=210&ret=254&bret=252)

The State reserves the right to add additional items or manufacturers to the Contract during the life of the Contract, if it is to the best advantage to the State to do so. Items or manufacturers may only be added upon the agreement of the Department of Administrative Services, Procurement and the Contracted Supplier.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Country of Origin**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=214&ret=254&bret=252)

Bidder must be able to provide country of origin, if requested.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. **Pricing**

Pricing must include all delivery, packaging and administrative costs including, but not limited to, any US import charges associated with the product. There shall be no minimum order quantities or total order amount required from the agency, by the respondent. All bid pricing must be rounded to the nearest hundredth (0.00), US currency.

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| --- | --- | --- | --- | --- |
| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

* 1. [**Pricing Restrictions**](https://dasebid.ionwave.net/Desktop.aspx?pid=255&caid=3&at=217&ret=254&bret=252)

Pricing restrictions shall be disclosed at the time of bid. Bidders with pricing restrictions will be taken into consideration for minimum order quantities or total order amount required from the ordering agency.

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| **Bidder has read and agrees to this section:**  | **Yes** |  | **No** |  |

**Attachment #1**

**Certification Letter**

**Alterations to this document are prohibited.**

(Date)

Jeffrey Just, Issuing Officer

Iowa Department of Administrative Services
Hoover State Office Building, Level 3
1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid - Bid Certifications

Issuing Officer:

I certify that the contents of the Bid submitted on behalf of (**Name of Bidder)** in response to Iowa Department of Administrative Servicesfor RFB1922005002 for Towing and Impound Services are true and accurate. I also certify that Bidder has not knowingly made any false statements in its Bid.

**Certification of Independence**

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.

2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.

3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency’s issuance of the Notice of Intent to Award the contract.

4. No attempt has been made or will be made by Bidderto induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.

5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

**Certification Regarding Debarment**

I certify that, to the best of my knowledge, neither Biddernor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

**Certification Regarding Registration, Collection, and Remission of Sales and Use Tax**

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following: (check the applicable box)

* Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; or
* Bidder is not a “retailer” or a “retailer maintaining a place of business in this state” as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agencymay declare the Bidder’s Bid or resulting contract void if the above certification is false. The Bidderalso understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in additional to other remedies available to Agency.

Sincerely,

**Signature**

**Name and Title of Authorized Representative Date**

**Attachment #2**

**Authorization to Release Information Letter**

**Alterations to this document are prohibited.**

(Date)

Jeffrey Just, Issuing Officer

Iowa Department of Administrative Services
Hoover State Office Building, Level 3

1305 East Walnut Street
Des Moines, IA 50319-0105

Subject: Request for Bid – Authorization to Release Information

Dear Issuing Officer:

**Bidder** hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB)**.**

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder’s Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Sincerely,

**Signature**

**Name and Title of Authorized Representative Date**

**Attachment #3**

**Exceptions Form**

Please list any and all exceptions to this RFB in this section. Include section and reason for exception: (Make additional pages if necessary)

 **Section Exception**

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**Attachment #4**

 **Form 22 – Request for Confidentiality**

***SUBMISSION OF THIS FORM 22 IS REQUIRED***

***THIS FORM 22 (FORM) MUST BE COMPLETED AND INCLUDED WITH YOUR RESPONSE (BID) TO THE REQUEST FOR BIDS (RFB).*** ***THIS FORM 22 IS REQUIRED WHETHER THE BID DOES OR DOES NOT CONTAIN INFORMATION FOR WHICH CONFIDENTIAL TREATMENT WILL BE REQUESTED. FAILURE TO SUBMIT A COMPLETED FORM 22 WILL RESULT IN THE BID TO BE CONSIDERED NON-RESPONSIVE AND ELIMINATED FROM EVALUATION. COMPLETE PART 1 OF THIS FORM 22 IF BID DOES NOT CONTAIN CONFIDENTIAL INFORMATION. COMPLETE PART 2 OF THIS FORM 22 IF THE BID DOES CONTAIN CONFIDENTIAL INFORMATION.***

1. **Confidential Treatment Is Not Requested**

A Bidder not requesting confidential treatment of information contained in its Bid shall complete Part 1 of Form 22 and submit a signed Form 22 Part 1 with the Bid.

1. **Confidential Treatment of Information is Requested**

A Bidder requesting confidential treatment of specific information shall: (1) fully complete and sign Part 2 of Form 22, (2) conspicuously mark the outside of its Bid as containing confidential information, (3) mark each page upon which the Bidder believes confidential information appears **and CLEARLY IDENTIFY EACH ITEM for which confidential treatment is requested; MARKING A PAGE IN THE PAGE MARGIN IS NOT SUFFICIENT IDENTIFICATION**, and (4) submit a “Public Copy” from which the confidential information has been excised.

Form 22 will not be considered fully complete unless, for each confidentiality request, the Bidder: (1) enumerates the specific grounds in Iowa Code Chapter 22 or other applicable law that supports treatment of the information as confidential, (2) justifies why the information should be maintained in confidence, (3) explains why disclosure of the information would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by Bidder to respond to inquiries by the Agency concerning the confidential status of such information.

**The Public Copy from which confidential information has been excised is in addition to the number of copies requested in Section 3 of this RFP.** The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed and to retain as much of the Bid as possible.

**Failure to request information be treated as confidential as specified herein shall relieve Agency and State personnel from any responsibility for maintaining the information in confidence. Bidders may not request confidential treatment with respect to pricing information and transmittal letters. A Bidder’s request for confidentiality that does not comply with this form or a Bidder’s request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting the Bid as non-responsive. Requests to maintain an entire Bid as confidential will be rejected as non-responsive.**

If Agency receives a request for information that Bidder has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such information, Bidder shall, at its sole expense, appear in such action and defend its request for confidentiality. If Bidder fails to do so,

Agency may release the information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction. Additionally, if Bidder fails to comply with the request process set forth herein, if Bidder’s request for confidentiality is unreasonable, or if Bidder rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to Bidder and with or without affording Bidder the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

**Part 1 – No Confidential Information Provided**

**Confidential Treatment Is Not Requested**

Bidder acknowledges that bid response contains no confidential, secret, privileged, or proprietary information. There is no request for confidential treatment of information contained in this bid response.

This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid.

***\*Fill in and sign the following if you have provided no confidential information. If signing this Part 1, do not complete Part 2.***

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Company RFB Number RFB Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (required) Title Date

*(Proceed to the next page only if Confidential Treatment is requested.)*

**Part 2 - Confidential Treatment is Requested**

***The below information is to be completed and signed ONLY if Bidder is requesting confidential treatment of any information submitted in its Bid.***

**NOTE:**

* ***Completion of this Form is the sole means of requesting confidential treatment*.**
* ***A BIDDER MAY NOT REQUEST PRICING FOR BIDS BE HELD IN CONFIDENCE.***

Completion of the Form and Agency’s acceptance of Bidder’s submission does not guarantee the agency will grant Bidder’s request for confidentiality. The Agency may reject Bid entirely in the event Bidder requests confidentiality and does not submit a fully completed Form or requests confidentiality for portions of its Bid that are improper under the RFB.

**Please provide the information in the table below. Bidder may add additional lines if necessary or add additional pages using the same format as the table below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RFB Section: | Bidder must cite the specific grounds in *Iowa Code Chapter 22* or other applicable law which supports treatment of the information as confidential. | Bidder must justify why the information should be kept in confidence. | Bidder must explain why disclosure of the information would not be in the best interest of the public. | Bidder must provide the name, address, telephone, and email for the person at Bidder’s organization authorized to respond to inquiries by the Agency concerning the status of confidential information. |
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This Form must be signed by the individual who signed the Bid. The Bidder shall place this Form completed and signed in its Bid immediately following the transmittal letter. A copy of this document shall be placed in all Bids submitted including the Public Copy.

***\*If confidentiality is requested, failure to provide the information required on this Form may result in rejection of Bidder’s submittal to request confidentiality or rejection of the Bid as being non-responsive.***

***\*Please note that this Form is to be completed and signed only if you are submitting a request for confidential treatment of any information submitted in your Bid. If signing this Part 2, do not complete Part 1.***

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Company RFB Number RFB Title

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Signature (required) Title Date